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MEMORANDUM FOR: Training Liaison Officers

SUBJECT: Current Policies Pertaining to External Training

This memorandum is to inform you of policies that prevail in relation to external training. It is believed that wider understanding of these policies will assist in selection by offices of persons to be nominated for programs at external facilities.

A. The following policies shall govern full-time training of Agency personnel at non-CIA facilities:

1. Only personnel for whom requests for full-time training have been approved without condition or qualification shall be considered or recommended by the Director of Training for assignment to Career Development Slots. Approval of training on probationary status shall preclude consideration for these slots.

2. All requests for full-time training shall be endorsed and recommended by the Division Chiefs, Staff or Office Career Service Boards, and Office Heads or Staff Chiefs, concerned, in order to be considered for approval by the Director of Training. An Office Head or Staff Chief may designate responsibility to his deputy or training liaison officer; Deputy or Training Liaison Officer may indicate Career Service Board endorsement.

3. All requests for full-time training shall be reviewed by a qualifications review panel, prior to approval. The panel shall normally include the Chief, ELTD and the Chief, A & E. Appropriate supervisors and/or division chiefs, and the Training Liaison Officers concerned normally will be invited to review qualifications with the panel.

B. The following policies shall govern all (full-time and part-time) training of Agency personnel at non-CIA facilities:

1. Personnel who fail to maintain minimum standards of performance in training programs at non-CIA facilities shall be placed on probation, and shall, unless such standards are met by the next grade-report period, be suspended. Consideration for reinstatement in the training program shall require an acceptable grade-report of personally-financed training to the extent of six credit hours or the equivalent. After reinstatement, failure to maintain minimum standards shall result in termination of training. ("Minimum standards" means a performance rating averaging "B", "80%", "Satis-

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factory", or the equivalent. "Probation" means a trial period for one term following failure to maintain minimum standards). Excepted from the foregoing is language training, which is demonstrably and directly related to the current or projected job assignment of the individual.

2. Personnel to be considered for training at non-CIA facilities must be able to meet the academic requirements, standards, and prerequisites of the institution and of the particular program concerned.

3. Training at non-CIA facilities is intended only for career employees. Personnel who have been with the Agency for more than three years shall have applied for status as career employees. Personnel who have been with the Agency for less than three years shall certify in writing their career intentions. In special circumstances, personnel from other agencies on tour with the Agency will be considered for external training on a basis of duration of their tour, extent of training and special needs of the offices of their assignment.

4. Persons will not be sponsored by OTR for programs in which thesis-writing to meet degree requirements is the major activity. (This does not preclude the office of person concerned assigning the individual on TDY status to write a thesis when such is of direct interest to the office and is produced under its supervision).

5. OTR sponsorship of training will be limited to substantive training having a direct bearing on the individual's usefulness to the Agency. It will not include collateral academic work required to qualify for degree-candidate status or to meet degree requirements (such as language courses taken primarily to prepare for degree language examinations).

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